



City of Tempe

ENVIRONMENTAL HEALTH AND SAFETY SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	403	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$78,765
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$106,333
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Deputy Municipal Utilities Director Water Utilities Division or from other management staff.

Exercises direct supervision over lower level technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of experience in environmental program management, hazardous waste programming, environmental compliance or environmental engineering.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in Environmental Engineering, Environmental Science, Chemistry, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Possession of, or required to obtain within 90 days of hire, a 40-Hour Hazwopper training certificate.• Possession of OSHA training certificates is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the city's stated mission and values. To perform skilled technical and operational duties in the collection, diversion and disposal of hazardous waste products and other recoverable resources at the city's Household Product Collection Center and community drop-off locations. To assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental hazardous waste liability in city facilities, programs, policies and operating procedures; and to ensure the Division's compliance with federal, state and local environmental laws and permitting requirements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Conduct, manage, and direct environmental health and safety training for Water Utilities employees related to various OSHA, EPA regulations, and other environmental issues; administer all training requirements and certifications for Water Utilities employees through ADEQ, EPA, and DOT.
- Oversee and ensure operational environmental compliance for the Water Utilities Division related to hazardous materials disposal and other state or county permitting; serve as liaison regarding operational issues associated with hazardous waste disposal in work areas including Water Utilities, and other areas as appropriate; and develop or oversee the development of operating plans that ensure environmental compliance specific to the Household Product Collection Center (HPCC) and associated with various Water Utilities division operations;
- Perform Environmental Health and Safety audits and inspections at facilities within the Water Utilities Division.
- Oversee daily operations of the city's Household Product Collection Center; identify unknown chemicals; bulk hazardous materials for transport in compliance with Department of Transportation (DOT) regulations; respond to citizen calls and complaints on issues including improperly disposed household hazardous materials and/or illegal dumping occurring in the City of Tempe right-of-way; and manage staff and resources including personnel, materials, budget, and contracted services;
- Develop and implement Water Utilities policy and procedure manuals for hazardous and non-hazardous waste, and environmental health and safety issues; counsel and provide detailed information to city management and the general public on the proper storage and disposal of household hazardous waste; and provide detailed information and technical assistance to regulated industries;
- Develop HPCC strategic plan; and assist in the development of annual and long range integrated waste management plans;

- Prepare and provide technical assistance to city departments and various operational areas on the preparation of non-hazardous and hazardous waste applications to Environmental Protection Agency (EPA) and Arizona Department of Environmental Quality (ADEQ).
- Develop and maintain environmental databases which serve as a reference library for regulatory compliance; study new Environmental Protection Agency (EPA) & Occupational Safety and Hazard ACT (OSHA) regulations and relevant material and attend meetings and workshops to ensure the city remains current on all hazardous waste environmental issues;
- Prepare annual reports on waste generation at city facilities to be submitted to Arizona Department of Environmental Quality (ADEQ) and/or EPA; assist in developing a hazardous waste compliance program for city operations impacted by federal, state and local regulations;
- Represent the Water Utilities Division on committees such as the North American Hazardous Materials Managers Association, Solid Waste Association of North America, etc; and attend public hearings and legislative hearings relating to household hazardous waste and other hazardous waste environmental issues that may impact the city;
- Provide pro-active performance planning utilizing performance management tools;
- Perform other related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects up to 800 pounds with forklift, dolly, etc.;
- Operate city vehicles such as trucks;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- Reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 1996
Revised October 2000
Revised and renamed July 2002
Revised July 2003 – Range adj
Revised October 2003 – Range adj
Revised November 2006 (change job title, revise responsibilities, increase exp guidelines to 5 yrs)
Revised September 2014 (change job title, revise job duties)
Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)
Revised October 2019 (update job title, reporting relationships, and job duties)